

**DEPARTMENT OF CONSUMER AFFAIRS**

CALIFORNIA BOARD OF ACCOUNTANCY
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MATERIALS CHECKLIST FOR TYPE A, B, or C APPLICATION

The California Board of Accountancy (CBA) is providing this checklist to assist with filing a complete:

- **Type A Application** – An applicant who passed the Uniform Certified Public Accountant (CPA) Examination in California, is not licensed in any state, and is applying for licensure as a CPA in California for the first time;
- **Type B Application** – An applicant who passed the Uniform CPA Examination in a state other than California and has not been issued a valid license to practice public accountancy in any state; or
- **Type C Application** – An applicant who was issued a license to practice public accountancy in a state other than California.

APPLICATION MATERIALS

- ☐ Application for Certified Public Accountant License. (Rev. 2/15)
 - ☐ One (1) current 2" x 2" photograph.
 - ☐ Authorization for Release of Examination and/or Licensure Information. **(TYPE B AND C ONLY)**
 - ☐ Criminal Conviction Disclosure Form. (Rev. 2/15)
 - ☐ **California Residents** – Live Scan Service for applicants residing in California.
- or**
- ☐ **Out of State Residents** – Two (2) fingerprint cards for applicants residing out-of-state – Please contact the CBA as this is not available on the CBA website.
 - ☐ General or Attest Certificate of Experience – Public Accounting from each public accounting employer documenting your general or attest experience.
- and/or**
- ☐ General or Attest Certificate of Experience – Nonpublic Accounting from each nonpublic accounting employer documenting your general or attest experience.

TRANSCRIPTS/EVALUATIONS

- ☐ **U.S. Education** – Official transcripts from all colleges or universities must be sent to the CBA directly from the institution. The baccalaureate or higher degree must be posted to the transcript.
- ☐ **Foreign Education** – Applicants who attended or graduated from foreign schools must have their foreign transcripts evaluated by a CBA-approved foreign credentials evaluation service. Official evaluations must be mailed to the CBA directly from the CBA-approved foreign credentials evaluation service. For detailed information regarding foreign transcript evaluations, please refer to the publication titled *Information for Applicants for the Certified Public Accountant License*.

If official transcripts and/or evaluations were submitted to the CBA during the exam process it may not be necessary to have additional transcripts and/or evaluations submitted.

CALIFORNIA PROFESSIONAL ETHICS (PETH) EXAMINATION

- ☐ Passage of the **California Professional Ethics (PETH)** examination provided by the California CPA Education Foundation. The California CPA Education Foundation will notify the CBA when you have successfully passed the examination. Visit www.calcpa.org/PETH for more information.

FEES

- ☐ Application Processing Fee - \$250 (nonrefundable).
 - ☐ Live Scan Fingerprint Processing Fee – Must be paid directly to the Live Scan Service for applicants residing in California.
- or**
- ☐ Fingerprint Processing Fee - \$49 for applicants residing outside California (nonrefundable).

For information regarding the requirements for licensure in California, please read the *CPA Licensing Applicant Handbook*. This handbook may be obtained by visiting the CBA website at www.cba.ca.gov or you may contact the CBA's Initial Licensing Unit at (916) 561-1701 and request that one be mailed to you.